

CITY OF BURBANK

PRINCIPAL CIVIL ENGINEER/BWP

DEFINITION

Under general direction, to manage and direct a water utility Capital Improvement Program; oversee the design and construction of water mains, pumping stations, and storage facilities; perform professional civil engineering work; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, supervises, directs, and coordinates utility field and office civil engineering activities, including inspection, surveying, plan checking, mapping and record maintenance; coordinates the preparation of designs, plans, maps, specifications, and cost estimates for construction and long-range planning of utility projects; confers on interdepartmental projects, meets with governmental agencies, and private organizations on engineering matters; conducts negotiations for contracts and agreements with other agencies; directs the preparation of work schedules; reviews construction costs; directs research and prepares a variety of studies and reports; recommends amendments and additions to the Municipal Code; assists in budget preparation and expenditure control; confers with superiors on policies, strategies and programs; acts for supervisor in his/her absence; administers major contracts with consultants/contractors for studies, design or construction projects; secures grants/loans with outside agencies to finance City projects; supervises, trains, develops, and evaluates employees; effectively recommends hiring, promotions; and transfers; effectively recommends disciplinary actions as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of civil and structural engineering related to municipal and/or utility surveys, plans, and utility designs; field engineering methods including surveying, inspection, and construction practices; principles and practices of sound personnel management and supervision.
- Skill in - applying the knowledge required for the position; interpersonal, written, and oral communications and presentations; designing and interpreting specifications, plans, and drawings; field engineering methods; finding engineering information sources, and making accurate engineering computations.
- Ability to – understand technical engineering questions and provide accurate information; receive assignments in general terms and plan, layout, and direct the work of engineering staff on a variety of problems; coordinate the work of a unit; resolve problems; practice sound personnel management and supervision; communicate effectively, both verbally and in writing; supervise and direct the work of others; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes but is not limited to: a B.S. degree from an accredited college or university with major course work in civil engineering and seven years of professional engineering experience, including two years at the level of a Senior Civil Engineer in California. A Master's degree in Civil Engineering is desired.

License & Certificate: A valid California Class "C" driver's license or equivalent at time of appointment; registration as a Civil Engineer in the State of California, or registration in another state and have the ability to become registered in California within six months of appointment through reciprocity, is required.

SUPPLEMENTAL INFORMATION

None.